



## MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government employees. These programs will help to increase the knowledge, skills and competencies of employees.

### November 2020 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.

Webinar Title	Audience	Date	Time
Contract Drafting and Risk Management Class	All Employees and Mandatory for Contract Administrators	Nov 4	9 a.m. – 1 p.m.
ERS Applying for Retirement- A,E,F,G,H,J – Retire on 1/1/21	All Employees	Nov 4	9:30 – 10:30 a.m.
Health Insurance Applying to Retire – Retire on 1/1/21	All Employees	Nov 4	11 a.m. – 12:30 p.m.
Overview of Contract Administration Class	Mandatory for MLS and Contractor Administrators	Nov 4	1 – 4 p.m.
Leading through Change	Supervisors and Managers	Nov 5	1 – 3 p.m.
Preventing Workplace Harassment	Mandatory for All Employees	Nov 5	9 a.m. – 12 p.m.
Enhanced Employment Application and Qualification Process	All Employees	Nov 6	1 – 3 p.m.
Supervisor Tool Kit	Supervisors and Managers	Nov 9	2 – 3 p.m.
Sustaining Resilience	All Employees	Nov 10	9:30 a.m. – 12 p.m.
FMLA Overview for Management	Supervisors and Managers	Nov 10	9:30 a.m. – 12 p.m.

<b>How to Effectively Supervise a Remote Work Team</b>	Supervisors and Managers	Nov 10	9 a.m. – 12 p.m.
<b>dataMontgomery Open Lab</b>	All Employees	Nov 10	10 – 11:30 a.m.
<b>Coaching Difficult Employee Performance</b>	Supervisors and Managers	Nov 12	10 a.m. – 12 p.m.
<b>Contract Negotiation Class</b>	All Employees and Mandatory for Contract Administrators	Nov 12	9 a.m. – 1 p.m.
<b>De-Escalation Techniques for Dealing with Difficult People</b>	All Employees	Nov 12	10 a.m. – 12 p.m.
<b>Facilitating Virtual Meetings</b>	All Employees	Nov 12	1 – 3 p.m.
<b>Leave Without Pay (LWOP) For Supervisors</b>	Supervisors and Managers	Nov 12	11 a.m. – 12 p.m.
<b>Ensuring Accountability in Timekeeping Managers and Supervisors</b>	Mandatory for all Supervisors. Timekeepers, and Managers	Nov 13	1 – 3 p.m.
<b>Calming the Angry Customer</b>	All Employees	Nov 16	1:30 – 3:30 p.m.
<b>Interpersonal Skills in Business</b>	All Employees	Nov 16	11:15 a.m. – 1:15 p.m.
<b>Keeping Cool: A Manager's Guide to Controlling Emotions</b>	Supervisors and Managers	Nov 16	9 – 11 a.m.
<b>Don't Let it Happen to You: Workplace Violence</b>	Mandatory for all Supervisors and Managers	Nov 17	1 – 3 p.m.
<b>Limited English Proficiency (LEP) Class</b>	Mandatory for All Front-line Employees	Nov 17	1 – 3 p.m.
<b>Preventing Workplace Harassment</b>	Mandatory for All Employees	Nov 17	9 – 11 a.m.
<b>You are the Help Until Help Arrives</b>	All Employees	Nov 17	9 – 11 a.m.

<b>ERS Retirement Planning- ERS Groups A,E,F,G,H,J</b>	All Employees	Nov 18	9:30 – 11 a.m.
<b>Health Insurance Planning for Retirement Class</b>	All Employees	Nov 18	11 a.m. – 12:30 p.m.
<b>Interviewing and Selecting Employees</b>	Mandatory for All Interviewing Rating Panel Members	Nov 18	1 – 4 p.m.
<b>Aspiring Leaders Discussion</b>	Aspiring Leaders, Supervisors, and Managers	Nov 19	1 – 2 p.m.
<b>Leadership Skills for Supervisors and Project Managers</b>	Aspiring Leaders and Supervisors	Nov 19	10 a.m.– 12 p.m.
<b>Managing Difficult Discussions in the Workplace</b>	Supervisors and Managers	Nov 23	10 – 11 a.m.

*FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM.) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.*

### Enrollment Instructions

- Open to employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- Employees should pre-register 48 hours in advance each webinar. An Outlook email with a webinar link will be sent to all pre-registered employees 24 hours in advance of the course.

### ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov) at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.